

# STATE UNIVERSITIES CIVIL SERVICE SYSTEM

**Sunnycrest Center  
1717 Philo Road, Suite 24  
Urbana, Illinois 61802-6099**



**Jill Smart  
Merit Board Chair  
Jeff Brownfield  
Executive Director**

TO: Designated Employer Representatives/Human Resources Directors  
Classification Personnel  
Testing Personnel

FROM: Danielle Routh *DR*  
Human Resource Associate, Classification, Examination and Compensation

SUBJECT: Final Status Notice for the Events Coordinator Series

DATE: March 29, 2019

Consistent with our obligation to administer and maintain the University System classification plan, this communication shall provide the final notification and effective date of revisions to the following classification(s):

Classes are currently used by: CSU, EIU, GSU, ISU, NEIU, NIU, SIUC, SIUE, UIC, UIS, UIUC, WIU

<u>Current Class</u>	<u>Action Proposed</u>	<u>Revised/ New Class</u>	<u>Prom. Line</u>	<u>Occ. Area</u>	<u>Change-in-Title Policy</u>	<u>Work Area</u>	<u>Exam Components</u>	<u>Effective Date</u>
0101 Events Administrator	REVISE/ CIT	0101 Events Coordinator	310	03/ Managerial	1	172/ Managerial	CA	05/01/19
0102 Senior Events Administrator	REVISE/ CIT	0102 Senior Events Coordinator	310	03/ Managerial	1	172/ Managerial	CA	05/01/19
3582 Public Functions Supervisor	REVISE/ CIT	0101 Events Coordinator  <b>OR</b>  0102 Senior Events Coordinator  <b>OR</b>  5009 Events Administrator Associate	310       N/A	03/ Managerial      01/ Professional	1      1	172/ Managerial      000/ Special Group	CA      CA	05/01/19

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1499  Special Events Facilitator	REVISE/ CIT	0101  Events Coordinator  <b>OR</b>  0102  Senior Events Coordinator  <b>OR</b>  5009  Events Administrator Associate	310       N/A	03/ Managerial      01/ Professional	1       1	172/ Managerial      000/ Special Group	CA       CA	05/01/19

\*Change-in-Title policy requirements reflect revised procedures issued 11/14/07. Change-in-Title actions listed above are strongly recommended with positions assigned to the appropriate new/revised classifications based on a thorough review of job duties and assignments.

Voiding/Deleting Registers

The employment registers for the Events Administrator Series and the Public Functions Supervisor should be voided at the close of business on Tuesday, April 30, 2019. All testing materials related to this title should be destroyed.

Class Specification and Examination Components/Instruments

The revised class specification and examining instruments for the Events Coordinator Series classifications will be effective (available per E-Test) May 1, 2019. For details on class specification and other information i.e. occupational area, work area, promotional line, etc., visit the class specification link at our website at [www.sucss.illinois.gov](http://www.sucss.illinois.gov).

Pay Rate/Ranges

Where necessary, employers should make adjustments to or establish new pay rates/ranges to accompany the above changes. In some instances, establishing a wide pay range will optimize the opportunity of each employer to properly reflect their individual compensation programs for these operations and positions.

Seniority

Seniority calculations should be reviewed and established based on the final classification assignment.

If you have any questions or need additional information, please contact Danielle Routh at (217) 278-3150 or at [danieller@sucss.illinois.gov](mailto:danieller@sucss.illinois.gov).